



City of Santa Fe

Sign Permit Checklist

(Free Standing, Wall Mounted, Temporary Sign and Price Reduction Sign)

Applications are accepted Monday through Friday 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. by the Building Permit Division located at 200 Lincoln Avenue, Santa Fe, NM 87504.

Sign placement may be made to any part of a commercial project. The following requirements pertain to free-standing signs, wall mounted signs, temporary signs/ banners and price reduction signage, if the project is consistent with Chapter 14 of the Santa Fe City Code, SFCC 1987.

Contact the Building Permit Division at (505) 955-6588 to inquire about setback requirements or for any other questions related to zoning regulations. Walk-in hours for questions related to zoning regulations are Mondays from 1:30 p.m. to 4:30 p.m. and Fridays from 8:30 a.m. to 11:30 a.m.

Three (3) complete sets of plans meeting the minimum criteria must be submitted for all signage.

The following pre-approvals from other Departments and/or Divisions must be attached to each set of building plans when applicable.

Pre-Approvals

- ☐ Address Verification (if applicable)
- ☐ Final Board or Committee Action including filing of appropriate documents plats and development plans (if applicable)
- ☐ Flood Plain Verification/Flood Hazard Report (if applicable)
- ☐ Historic Preservation District Approval (if applicable)
- ☐ Escarpment Overlay District Approval (if applicable)
- ☐ Archeological Clearance Permit (if applicable)

Sign Permit Checklist

FREE STANDING AND WALL MOUNTED SIGN

- _____ 1. **Completed Building Permit Application:** Please read the entire application carefully, answer all questions and fill in all required blanks. Please use only blue or black ink
- _____ 2. **Legal Property Description Verification:** Approved subdivision plat **or** survey plat **and** warranty deed dated prior to 1962
- _____ 3. **Property Location Map:** Please provide a map of your property/building site (may be placed on the site plan) including the nearest street intersections and north arrow
- _____ 4. **Development Plan (if applicable):** City approved with signatures and Santa Fe County recorded data
- _____ 5. **Site Plan:** (Minimum scale 1"=20') Must include the property showing the proposed sign location, existing sign location, clear visibility triangle when applicable, the existing structures, street location and name. If free-standing sign is proposed, designate setback distance from the front property line and required landscaping at the base of the sign
- _____ 6. **Floor Plan:** Include floor plan of store showing lineal store frontage measurement, (if applicable as determined by (Article 14-8.10, SFCC 1987)
- _____ 7. **Elevations:** Include scaled sign elevation showing size of the sign, lettering styles, colors, details of construction, materials used, method of installation, height and type and depth of foundation (when applicable). **Existing Signage** – elevations and/or photograph of existing signage showing square footage per existing sign
- _____ 8. **Placement:** Include photograph of area in which proposed sign will be placed
- _____ 9. **Release of Liability:** Signage proposed within City right-of-way, a license agreement must first be obtained through the Land Use Department
- _____ 10. **Grading & Drainage Plan:** Indicate all proposed grading and drainage patterns (applicable to free-standing signs), If new impervious surface is being added, stormwater requirements apply.

Sign Permit Checklist

TEMPORARY SIGN

Temporary and portable signs are allowed when advertising an event, function, or activity of a civic, political or religious nature. Advertising for one-time special events shall be reviewed on a case by case basis by the Building Permit Division. Temporary Permits are permitted for a period not exceeding 30 days or the duration of the event plus one week, whichever is shorter.

_____ **1. Completed Building Permit Application:** Please read the entire application carefully, answer all questions and fill in all required blanks. ***Please describe the nature of the event and proposed dates of sign placement.*** Please use only blue or black ink

_____ **2. Legal Property Description Verification:** Approved subdivision plat **or** survey plat **and** warranty deed dated prior to 1962

_____ **3. Site Plan:** (Minimum scale 1"=20') must include the property showing the proposed sign location, existing sign location, clear visibility triangle when applicable, the existing structures, street location and name. If free-standing sign is proposed, designate setback distance from the front property line and required landscaping at the base of the sign

_____ **4. Floor Plan:** floor plan of store showing lineal store frontage measurement, (if applicable as determined by (Article 14-8.10 SFCC 1987)

_____ **5. Elevations:** scaled sign elevation showing size of the sign, lettering styles, colors, details of construction, materials used, method of installation, height and type and depth of foundation (when applicable). **Existing Signage** – elevations and/or photograph of existing signage showing square footage per existing sign

_____ **6. Placement:** photograph of area in which proposed sign will be placed

_____ **7. Release of Liability:** if the sign is proposed within City right-of-way, a license agreement must first be obtained through the Land Use Department

Sign Permit Checklist

PRICE REDUCTION SIGN

Price reduction signage in the Historic District is permitted only when expressing a price reduction or a dollar amount reduction. Each business is limited to one sign, six (6) times per calendar year not to exceed two (2) week durations for each permit and there shall be a minimum of two (2) weeks between each duration of permitted signs.

_____ **1. Completed Building Permit Application:** Please read the entire application carefully, answer all questions and fill in all required blanks. Please use only blue or black ink

_____ **2. Sign:** submit sign (18" x 24" maximum) to the Building Permit Division where staff will approve and issue sign through the over-the-counter (OTC) permit process, a sticker will be affixed to the sign. Applicant will pay a one - time fee of \$47.00. Applicant may return to the Building Permit Division each time after initial approval for issuance of a new sticker for the remainder of the five (5) two week periods

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General Information

Submittal Intake

Three (3) complete sets of plans meeting the minimum criteria of the Building Permit Submittal Checklist are to be submitted in person to the Building Permit Division, 200 Lincoln Avenue, Santa Fe, NM 87504, First Floor, West Wing.

Fees

A plan check fee will be collected when the application is accepted. The plan check fee for sign permit is based on the total square footage of the sign. The plan check fee for commercial projects is seventy-five (75%) percent of the permit fee. One hundred (100%) percent of the permit fee will be collected at the time of issuance.

Revisions

Plans will be reviewed for compliance and either approved or rejected. Rejected plans must be corrected demonstrating compliance with current codes for re-submittal and re-review. Revised plans may only be submitted after the initial review process has been completed by all agencies. The applicant will receive a phone call from the Building Permit Division when revisions will be accepted for a project.

General Contractor Licensing

The contract must obtain a valid Santa Fe City Business License and a valid New Mexico State Contractor's License before a permit will be issued. All illuminated signs shall, in addition, be subject to the provision of the Electrical Code and permit fees and inspections as required.

Permit Notification and Inspections

Once a building permit is issued, it is the responsibility of the permittee to immediately post the Building Permit Poster in a conspicuous place visible from the public way, to place the approved perforated plans and supporting documents at the site for inspectors and to schedule required inspections.

Permit Expiration

A building permit is valid for one year from date of issuance provided construction has commenced within 180 days, otherwise, the permit becomes invalid.

Appeals

Appeals may be filed by any person aggrieved by any decision made by official administering Article 14-3.17, SFCC 1987. Such appeals must be filed within thirty (30) days of issuance of the building permit.